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# UNIVERSITY OF TORONTO
# DIVISION OF UNIVERSITY EXTENSION

DEPARTMENT OF BUSINESS, ENGINEERING, NURSING AND SPECIAL PROGRAMMES
84 QUEEN'S PARK, TORONTO 5, ONTARIO

## PERSONNEL-INDUSTRIAL RELATIONS CERTIFICATE PROGRAMME

*In co-operation with the Public Personnel Association*

**QUALIFICATIONS FOR ADMISSION**
University admission requirements (senior matriculation), or of age 25 or older with experience in the fields covered by the program, or having obtained a minimum of 60% in one senior matriculation subject.

Successful graduates of this program obtain a certificate from the Public Personnel Association, Metropolitan Toronto Chapter.

For detailed information phone 928-2400 or write to:
PERSONNEL INDUSTRIAL RELATIONS,
DIVISION OF EXTENSION,
UNIVERSITY OF TORONTO,
TORONTO 5, ONTARIO.

**FOR WHOM**
This program is designed to provide basic training in the fundamentals of personnel and industrial relations for practitioners in this field who wish to improve their qualifications and competence. Registrants must be capable of taking courses at the university undergraduate level.

**THE PROGRAM**
Courses consist of 25 two-hour sessions given once a week. Successful candidates must obtain a "C" grade (i.e. 60%) or better in at least 4 of 6 full courses or equivalents, and a pass in all of them. All courses are conducted on the St. George Campus.

**Economics – An Introduction**
The elements of economic theory will be developed and illustrated with reference to contemporary economic problems.
Tuesdays, 7:00-9:00 p.m., commencing September 23.
Thursdays, 6:00-8:00 p.m., commencing September 25. Fee: $85.00

**The Personnel Function**
This course is designed to provide students with a general understanding of the activities and systems which comprise the personnel function of an organization.
Wednesdays, 6:30-8:30 p.m., September 24. Fee: $85.00

**The Economics of Labour Relations**
This course analyses the major economic causes and effects of the process of collective bargaining as required by various Labour Relations Acts in Canada.
Tuesdays, 6:00-8:00 p.m., commencing September 23. Fee: $85.00

**Organizational Psychology**
This course concerns itself with the study of behaviour of persons in organizations, both as individuals and in groups. It consists of the theory and research pertaining to organizational behaviour directly as well as those aspects of experimental psychology, social psychology, clinical psychology, sociology, etc., that have relevance to an understanding of organizational life.
Thursdays, 6:00-8:00 p.m., commencing September 25.
Fee: $85.00

**Labour Relations**
The topics covered will include the history of the trade union movement and labour legislation, particularly in Canada, with a more detailed examination of the Ontario Labour Relations Act and its procedures. Comparisons will be made with other provincial and federal legislation, highlighting recent legislative developments in the field.
Mondays, 7:30-9:30 p.m., commencing September 22. Fee: $85.00

**Management Principles and Organizational Behaviour**
The course will be divided into three general areas. The first will deal with the theory, principles and practices of the managing process. The second area will involve an examination of how recent studies in the field of behavioural science and decision making can apply to management situations. Finally, considerable emphasis will be given to practical applications.
Wednesdays, 6:00-8:00 p.m., commencing September 24. Fee: $85.00

Send to.

Division of Extension
University of Toronto
84 Queen's Park
Toronto 5, Ontario

Please send me your calendar containing complete information about the Personnel-Industrial Relations Certificate Programme.

Name.....

Address.....

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